## Prevent All Cigarette Trafficking (PACT) Act File Upload Layout

The PACT Act file must be saved and submitted as comma-separated values (CSV) file format.

- Do not include commas in the data. Please remove commas from names and addresses before converting to CSV format.
- Do not include slash or hyphen separators in date fields. (Example: MMDDYYYY)
- If entering a negative number, include a negative symbol before the number. (Example: -125.00)
- In number fields, the character maximum includes the decimal point. (Example: ####.## is six characters)

Column	Field Name	Character Length	Field Format	Upload Requirements	Description of Field Contents
Α	Account Number	11		R = Required	
В	Reporting Period	8	MMDDYYYY	R = Required	Use last day of reporting period
С	Invoice Number	Max 20		R = Required	
D	Date of Shipment	8	MMDDYYYY	R = Required	Must be month of reporting period
Е	Shipped to Type	1		R = Required	M = Manufacturer, W = Wholesale, D = Distributor, R = Retailer, C = Consumer
F	Shipped to Name	Max 70		R = Required	
G	Shipped to Address 1	Max 40		R = Required	
Н	Shipped to Address 2	Max 40		R = Required	
I	Shipped to City	Max 20		R = Required	
J	Shipped to State	2		R = Required	
K	Shipped to ZIP	Min 5, max 10	#####	R = Required	
L	Shipped to Phone #	Max 13	###-###-###	R = Required	
М	Delivery Sale	1	1 or 0	R = Required	Yes = 1, No = 0
N	Del. Service Co. Name	Max 70		C = Conditional	If Delivery Sale = 1
0	Del. Service Address 1	Max 40		C = Conditional	If Delivery Sale = 1
Р	Del. Service Address 2	Max 40		C = Conditional	If Delivery Sale = 1
Q	Del. Service City	Max 20		C = Conditional	If Delivery Sale = 1
R	Del. Service State	2		C = Conditional	If Delivery Sale = 1
S	Del. Service ZIP	Min 5, max 10	#####	C = Conditional	If Delivery Sale = 1
Т	Del. Service Phone #	Max 13	###-###-###	C = Conditional	If Delivery Sale = 1
U	Tobacco Type	1	C, R, or S	R = Required	C = Cigarettes, R = Roll Your Own, S = Smokeless
V	Brand Name	Max 40		R = Required	Enter Brand Name; -1 = Other Brand Name
W	Other Brand Name	Max 30		C = Conditional	If Brand Name = -1
Х	Cigarettes (Sticks)	Max 15	#####	C = Conditional	
Υ	RYO (Ounces)	Max 12	####.##	C = Conditional	
Z	Smokeless (Ounces)	Max 12	####.##	C = Conditional	
AA	Extended Sale Price	Max 12	####.##	C = Conditional	
AB	Vermont Tax Paid	1	1 or 0	R = Required	Vermont stamped or tax paid to Vermont, Yes = 1, No = 0